

Town of Westford  
**ELECTION PROCESS**  
November 4, 2014 State Election

---

**Town of Westford**  
**Election Day Management**  
**for Wardens and Clerks**

**November 4, 2014 State Election**  
Voter registration deadline: October 15, 2014

Town of Westford

# ELECTION PROCESS

---

November 4, 2014 State Election

## Election Day Management Overview

- **Administrative Details**
- **Opening the Polls**
- **Ballots**
- **Inactive Voters**
- **Voters who need to show ID**
- **Provisional Ballots**
- **Voting Equipment Issues**
- **AutoMARK Voter Assist Terminal**
- **Observers**
- **Shift Change**
- **Clerk Log**
- **Closing the Polls**

Town of Westford  
**ELECTION PROCESS**

November 4, 2014 State Election

## **Administrative Details**

### **The TEAM MEETING: Keep it simple!**

- **Evacuation Procedures**

- Assign tasks so everyone knows what to do

- **Updates**

- Changes to ballot handling – side compartment ballots must be hand-counted

- **Instructions**

- Located in the Manual, they must be distributed
- Make sure everyone understands what to do and watch what they are doing to be sure.
- Remind them that they can only help with the process of voting, not deciding how to vote!

- **Timesheets must be signed**

- **BREAKS**

- Make sure that everyone gets a break
- Don't hesitate to fill in while someone is on break



Town of Westford

# ELECTION PROCESS

November 4, 2014 State Election

## EVACUATION OF POLLING PLACE

### POLICE OFFICER Incident Commander

INFORM TOWN CLERK EVACUATION IN  
PROGRESS  
ASSIST WITH VOTERS EXITING POLLS  
ASSIST WARDEN AS REQUIRED

### CLERK

COLLECT BALLOTS FROM VOTERS WHO ARE  
CHECKED IN AND PLACE IN SPOILED BALLOT  
ENEVELOPE

TO WRITE NAMES OF VOTERS THAT BALLOTS  
WERE COLLECTED FROM ON SPOILED  
ENEVELOPE



### WARDEN with INSPECTOR

ALL UNUSED BALLOTS, SPOILED BALLOTS  
ENEVELOPE  
IN TRANSFER CASE, AND SEAL IT

UNPLUG AND REMOVE ENTIRE VOTING  
MACHINE AND BALLOT BOX

### CHECKERS

CHECKERS AT IN TABLE MUST TAKE BOOKS  
WITH THEM  
TAKE PENCILS AND RULER

CHECKERS AT OUT TABLE MUST TAKE BOOKS  
WITH THEM ALONG WITH THE INACTIVE BOOK

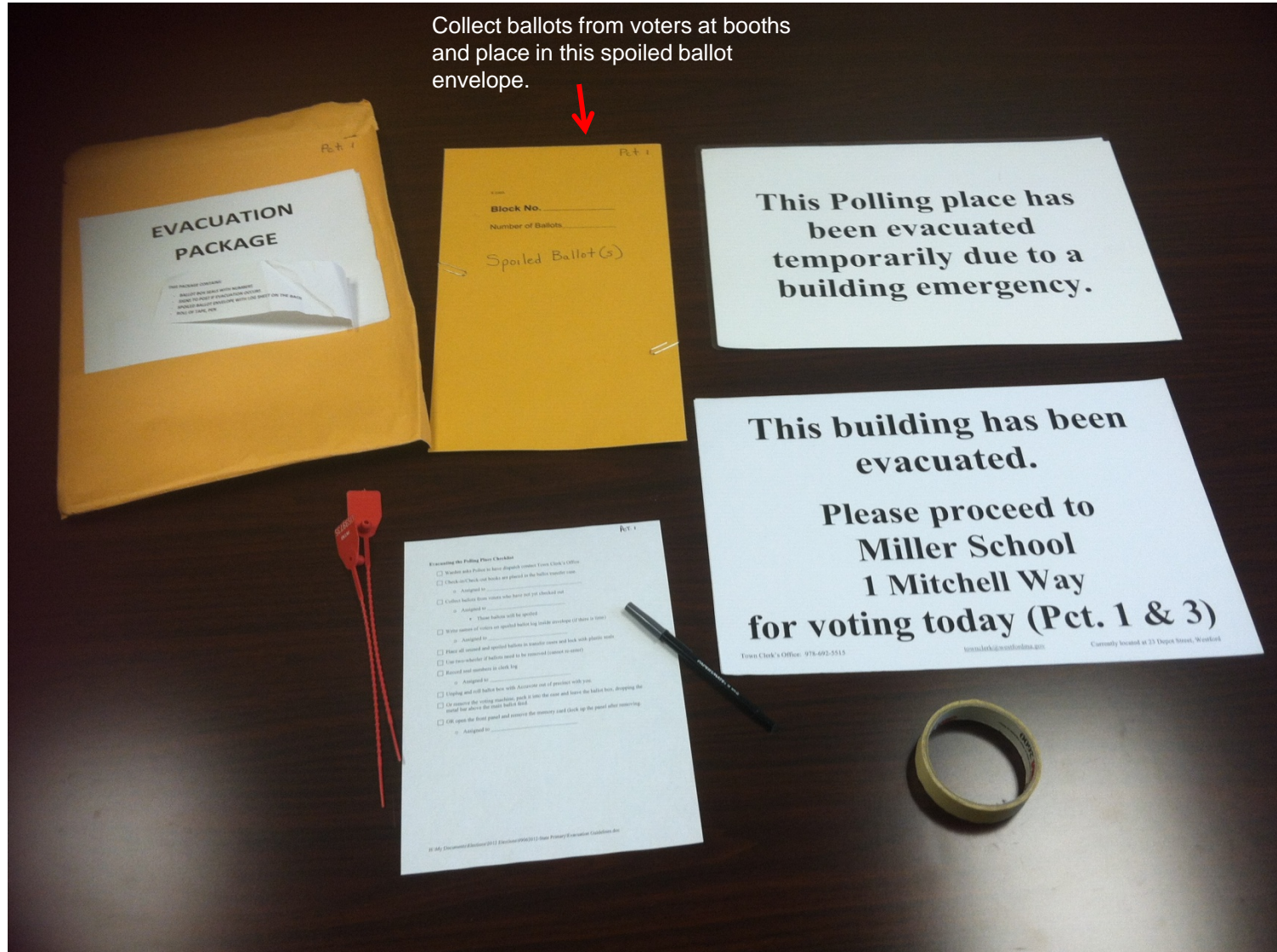
For permanent evacuation, proceed to alternate polling location.

## SAFETY IS ALWAYS FIRST

# Town of Westford ELECTION PROCESS

## November 4, 2014 State Election

In the unlikely event of an evacuation, you will find these helpful resources in the Evacuation Package.



# Town of Westford ELECTION PROCESS November 4, 2014 State Election

**The Commonwealth of Massachusetts**  
**STATE ELECTION**  
**OFFICIAL**  
**ABSENTEE**  
**BALLOT**  
**WESTFORD**  
**840/840**  
**Tuesday, November 4, 2014**

Seal of the Commonwealth of Massachusetts

To vote for a candidate, fill in the oval to the right of the candidate's name. To vote for a person not on the ballot, write the person's name and residence in the blank space provided and fill in the oval.

SENATOR IN CONGRESS	REPRESENTATIVE IN CONGRESS	QUESTION 1 LAW PROPOSED BY INITIATIVE PETITION
EDWARD J. MARKEY ..... 2nd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	NICOLA S. TSONGAS ..... 1st District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014? <b>SUMMARY</b> This proposed law would eliminate the requirement that the state's gasoline tax, which was 24 cents per gallon as of September 2013, (1) be adjusted every year by the percentage change in the Consumer Price Index over the preceding year, but (2) not be adjusted below 21.5 cents per gallon. <b>A YES VOTE</b> would eliminate the requirement that the state's gas tax be adjusted annually based on the Consumer Price Index. <b>A NO VOTE</b> would make no change in the laws regarding the gas tax.
GOVERNOR AND LIEUTENANT GOVERNOR	COUNCILLOR	YES <input type="checkbox"/> NO <input type="checkbox"/>
BAKER AND POLITO ..... 1st District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	EILEEN R. DUFF ..... 1st District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	
COAKLEY AND KERRIGAN ..... 2nd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	MAURA L. BRYAN-CIARDIELLO ..... 2nd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	
FALCHUK AND JENNINGS ..... 3rd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	SENATOR IN GENERAL COURT	
LIVELY AND SAUNDERS ..... 4th District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	EILEEN M. DONOGHUE ..... 1st District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	
MCCORMICK AND POST ..... 5th District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	REPRESENTATIVE IN GENERAL COURT	
ATTORNEY GENERAL	JAMES ARRIERO ..... 1st District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	
MAURA HEALEY ..... 1st District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	DENNIS J. GALVIN ..... 2nd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	
JOHN B. MILLER ..... 2nd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	ARLEEN M. MARTINO ..... 3rd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	
SECRETARY OF STATE	DISTRICT ATTORNEY	
WILLIAM FRANCIS GALVIN ..... 1st District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	MAURITIA T. RYAN ..... 1st District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	
DAVID D'ARCANGELO ..... 2nd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	REGISTER OF PROBATE	
DANIEL L. FACTOR ..... 3rd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	TARA E. DECRISTOFARO ..... 1st District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	
TREASURER	JOHN W. LAMBERT, SR. .... 2nd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.	
DEBORAH B. GOLDBERG ..... 1st District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.		
MICHAEL JAMES HEFFERNAN ..... 2nd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.		
IAN T. JACKSON ..... 3rd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.		
AUDITOR		
SUZANNE M. BUMP ..... 1st District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.		
PATRICIA S. SAINT-AUBIN ..... 2nd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.		
NIKI WERELICE ..... 3rd District, MA DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.		

**Let the voter know that this is a two-sided ballot!**

**CONTINUE ON BACK**

**VOTE BOTH SIDES**

The proposed law would direct the Secretary of EEA to issue regulations allowing small dealers to seek exemptions from accepting empty deposit containers. The proposed law would define small dealer as any person or business, including the operator of a vending machine, who sells beverages in beverage containers to consumers, with a contiguous retail space of 3,000 square feet or less, excluding office and stock room space; and fewer than four locations under the same ownership in the Commonwealth. The proposed law would require that the regulations consider at least the health, safety, and convenience of the public, including the distribution of dealers and redemption centers by population or by distance or both.

The proposed law would set up a state Clean Environment Fund to receive certain unclaimed container deposits. The Fund would be used, subject to appropriation by the state Legislature, to support programs such as the proper management of solid waste, water resource protection, parkland, urban forestry, air quality and climate protection.

The proposed law would allow a dealer, distributor, redemption center or bottler to refuse to accept any beverage container that is not marked as being refundable in Massachusetts.

The proposed law would take effect on April 22, 2015.

**A YES VOTE** would expand the state's beverage container deposit law to require deposits on containers for all non-alcoholic, non-carbonated drinks with certain exceptions, increase the associated handling fees, and make other changes to the law.

**A NO VOTE** would make no change in the laws regarding beverage container deposits.

YES ☐  
NO ☐

**QUESTION 3  
LAW PROPOSED BY  
INITIATIVE PETITION**  
**SUMMARY**  
Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?  
This proposed law would (1) prohibit the Massachusetts Gaming Commission from issuing any license for a casino or other gaming establishment with table games and slot machines, or any license for a gaming establishment with slot machines; (2) prohibit any such casino or slots gaming under any such licenses that the Commission might have issued before the proposed law took effect; and (3) prohibit wagering on the simulcasting of live greyhound races, as well as table games and slot machines at Commission-licensed casinos, and slot machines at other Commission-licensed gaming establishments. This would make those types of gaming subject to existing state laws providing criminal penalties for, or otherwise regulating or prohibiting, activities involving illegal gaming.  
The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.  
**A YES VOTE** would prohibit casinos, any gaming establishment with slot machines, and wagering on simulcast greyhound races.  
**A NO VOTE** would make no change in the current laws regarding gaming.

YES ☐  
NO ☐

**QUESTION 4  
LAW PROPOSED BY INITIATIVE PETITION**  
**SUMMARY**  
Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?  
This proposed law would entitle employees in Massachusetts to earn and use sick time according to certain conditions.  
Employees who work for employers having eleven or more employees could earn and use up to 40 hours of paid sick time per calendar year, while employees working for smaller employers could earn and use up to 40 hours of unpaid sick time per calendar year.  
An employee could use earned sick time if required to miss work in order (1) to care for a physical or mental illness, injury or medical condition affecting the employee or the employee's child, spouse, parent, or parent of a spouse; (2) to attend routine medical appointments of the employee or the employee's child, spouse, parent, or parent of a spouse; or (3) to address the effects of domestic violence on the employee or the employee's dependent child. Employees would earn one hour of sick time for every 30 hours worked, and would begin accruing those hours on the date of hire or on July 1, 2015, whichever is later. Employees could begin to use earned sick time on the 10th day after hire.  
The proposed law would cover both private and public employees, except that employees of a particular city or town would be covered only if, as required by the state constitution, the proposed law were made applicable by local or state legislative vote or by appropriation of sufficient funds to pay for the benefit. Earned paid sick time would be compensated at the same hourly rate paid to the employee when the sick time is used.  
Employees could carry over up to 40 hours of unused sick time to the next calendar year, but could not use more than 40 hours in a calendar year. Employees would not have to pay employees for unused sick time at the end of their employment. If an employee missed work for a reason eligible for earned sick time, but agreed with the employer to work the same number of hours or shifts in the same or next pay period, the employee would not have to use earned sick time for the missed time, and the employee would not have to pay for that missed time. Employees would be prohibited from requiring such an employee to work additional hours to make up forfeited time, or to find a replacement employee.  
Employers could require certification of the need for sick time if an employee used sick time for more than 24 consecutively scheduled work hours. Employees could not delay the taking of or payment for earned sick time because they have not received the certification. Employees would have to make a good faith effort to notify the employer in advance if the need for earned sick time is foreseeable.  
Employers would be prohibited from interfering with or retaliating based on an employee's exercise of earned sick time rights, and from retaliating based on an employee's support of another employee's exercise of such rights.  
The proposed law would not override employers' obligations under any contract or benefit plan with more generous provisions than those in the proposed law. Employees that have their own obligation providing as much paid time off, usable for the same purposes and under the same conditions, as the proposed law would not be required to provide additional paid sick time.  
The Attorney General would enforce the proposed law, using the same enforcement procedures applicable to other state wage laws, and employees could file suits in court to enforce their earned sick time rights. The Attorney General would have to prepare a multilingual notice regarding the right to earned sick time, and employers would be required to post the notice in a conspicuous location and to provide a copy to employees. The state Executive Office of Human Services, in consultation with the Attorney General, would develop a multilingual outreach program to inform the public of the availability of earned sick time.  
The proposed law would take effect on July 1, 2015, and states that if any of its parts were declared invalid, the other parts would stay in effect.  
**A YES VOTE** would entitle employees in Massachusetts to earn and use sick time according to certain conditions.  
**A NO VOTE** would make no change in the laws regarding earned sick time.

YES ☐  
NO ☐

**Reminder:** Assistance may be provided with the voting process and not voting choices. Questions like "what does a no vote mean?" may not be answered.

Copies of the State Voter Information Booklet will be available at the polls.

**YOU HAVE NOW COMPLETED VOTING**

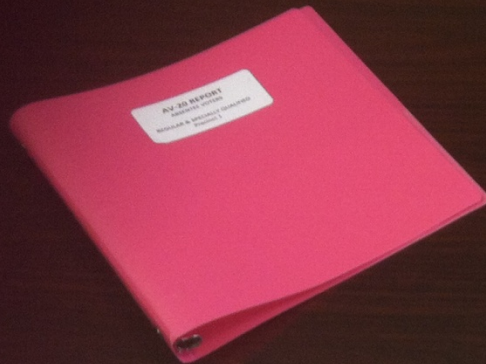
# Town of Westford

## ELECTION PROCESS

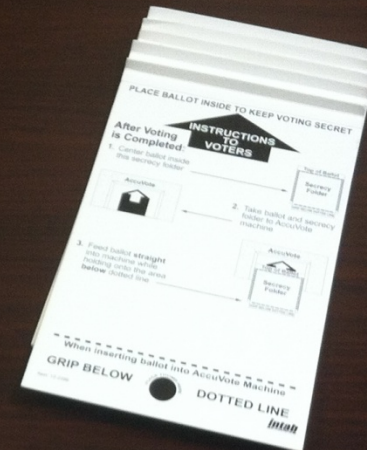
### November 4, 2014 State Election

### Check-in Table

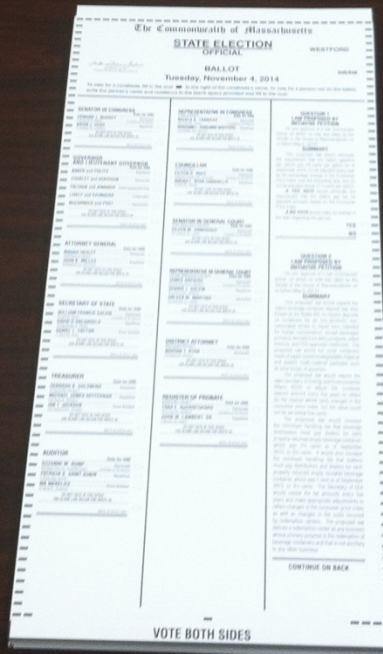
AV-20 report of absentee voters



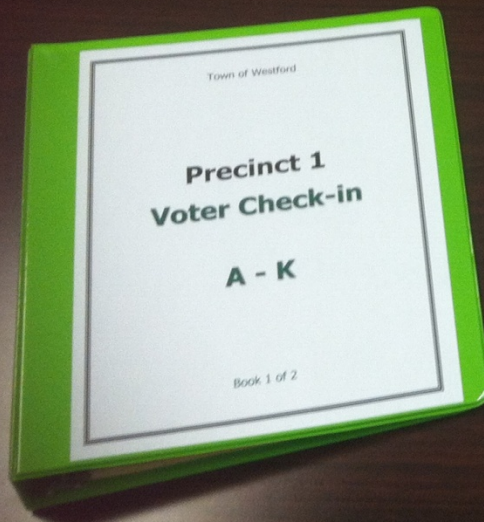
Secrecy Sleeves



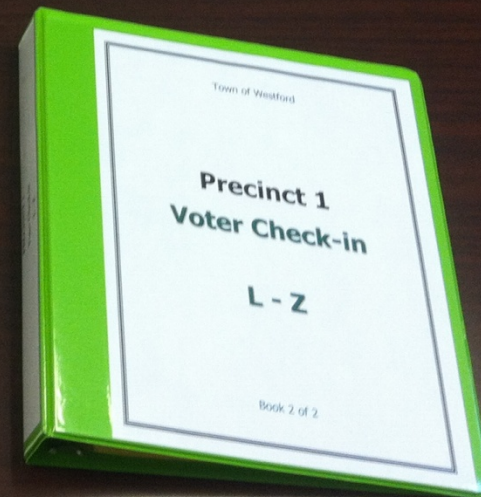
Ballots



Voter check-in book 1



Voter check-in book 2



Don't forget pencils and rulers!

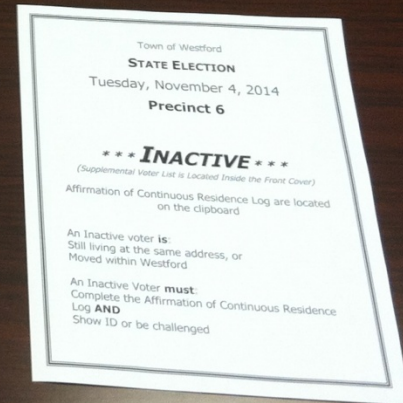
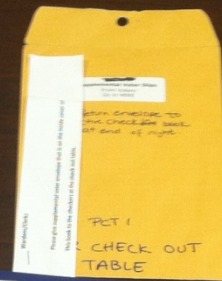
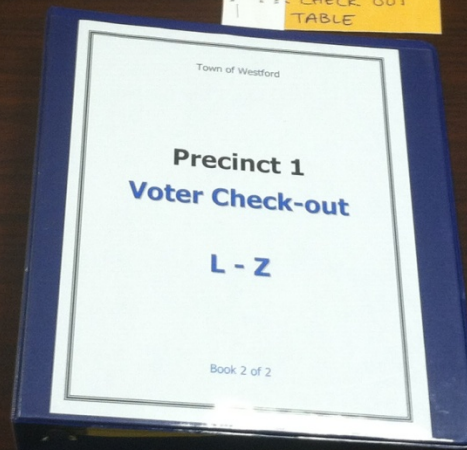
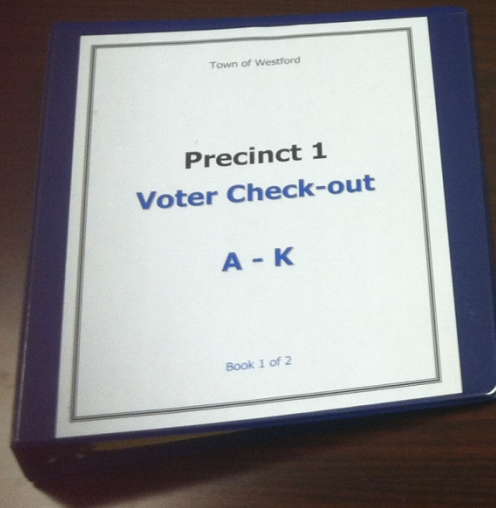
# Town of Westford ELECTION PROCESS

November 4, 2014 State Election  
Check Out Table

Supplemental voter slip envelope

Voter check-out books 1&2

Inactive check out list

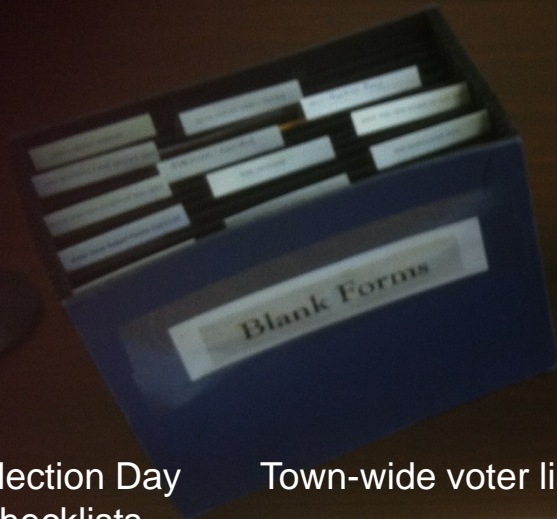


Don't forget pencils and rulers!

# Town of Westford ELECTION PROCESS

November 4, 2014 State Election  
**Warden/Clerk Table**

Blank forms binder



Completed Forms  
& Clerk Log

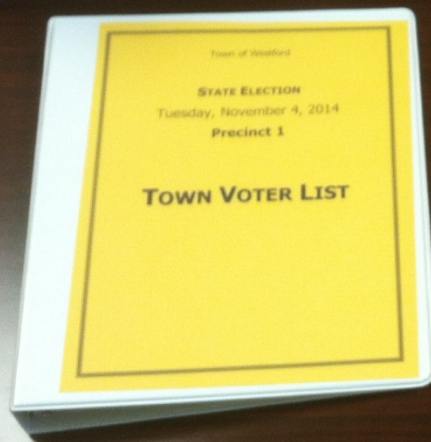


Election Day  
Checklists

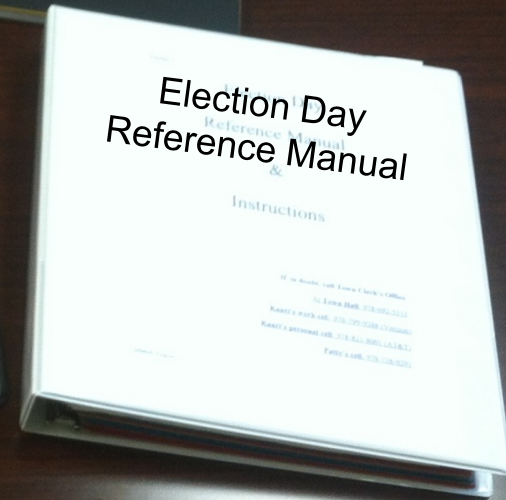
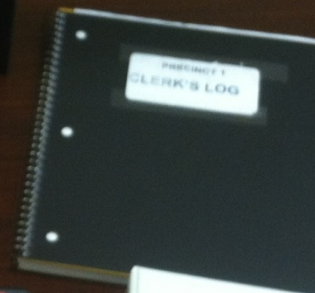
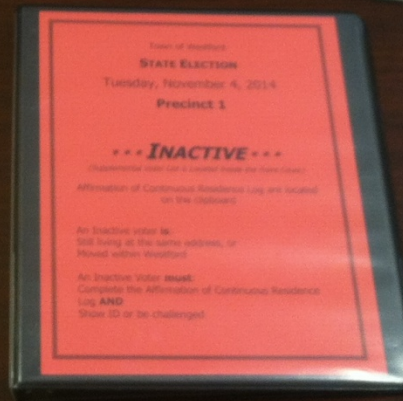
Town-wide voter list

Inactive  
voter log

Provisional  
Binder?



Inactive voter list &  
Supplemental voter list



Town of Westford

# ELECTION PROCESS

---

November 4, 2014 State Election

## Opening the Polls

- Polls must be open on time.
  - Must open no later than 7:00 am
- Must allow for public observation of the opening of the ballot box at least ½ hour before the polls open.
- Expect Observers at 7:00 am

Town of Westford

# ELECTION PROCESS

---

November 4, 2014 State Election

## Ballots

- Make sure you have sufficient ballots at the polls – at all times
  - You will receive 1,500 regular ballots that are in groups of 50.
  - Call the office when you are down to 100 ballots.
- You must ensure that both used and unused ballots are properly stored during the voting hours.
- If the ballot box becomes impossible to use:
  - The Warden, in the presence of a majority of the election officers must open and remove the ballots from the ballot box.
  - The Warden will then place them in a container to be sealed, which is then placed securely next to the ballot box.

# Town of Westford ELECTION PROCESS

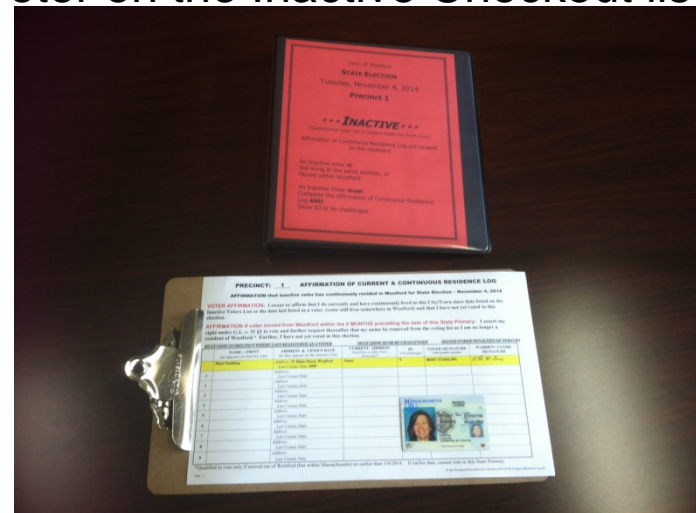
November 4, 2014 State Election

## Inactive Voters

- Voters who are listed as inactive must complete the affirmation of current and continuous residence log and be asked to show ID prior to voting.
  - You will find them on the Inactive Voter list.
  - You complete, and they sign the log after you let them read it.
  - You check ID (NO ID = CHALLENGED VOTER)
  - You check the voter off on the Inactive voter list
  - You hand the voter a ballot
  - At check-out, the Checker will find the voter on the Inactive Checkout list and check them off.
  - The ballot is cast normally.

3 things to remember:

1. Inactive check-in list
2. Affirmation of continuous residence log
3. ID



Town of Westford

# ELECTION PROCESS

---

November 4, 2014 State Election

## Voters who need to show ID

- Voters who have recently registered by mail for the first time and whose information on their application could not be verified will be flagged to show identification on the voting list.
  - Will be listed with ID in the checkbox.
  - Acceptable forms of ID include a driver's license, current and valid photo ID (those issued by the Registry and other agencies), current utility bill, bank statement, government check, paycheck or other government document showing the voters name and address.
  - Acceptable ID must contain the name and address of the voter as they registered.
  - If they don't have ID, they can only vote on a provisional ballot.

Town of Westford

# ELECTION PROCESS

---

November 4, 2014 State Election

## Inactive vs. Provisional

- Inactive voters do NOT get provisional ballots. They are confirmed voters.
  - Unless they moved more than 6 months ago
- Inactive voters get regular ballots.
  - Inactive voters must complete the affirmation of current and continuous residence and be asked to show ID
  - If and Inactive voter does not have ID, do NOT turn them away – the ballot is CHALLENGED.

Town of Westford

# ELECTION PROCESS

---

November 4, 2014 State Election

## Provisional Ballots

- Who gets a provisional ballot?
  - Any person claiming the right to vote but whose name does not appear on the voting list.
  - Voters listed on the voting list but who need to show ID and do not have acceptable ID.
- NOT inactive voters!

Town of Westford

# ELECTION PROCESS

---

November 4, 2014 State Election

## **Determining the voter is Provisional**

- A provisional ballot gives a person who believes themselves to be a voter the opportunity to cast a ballot. It then gives the Town Clerk the opportunity to verify the eligibility of the person before counting the ballot.
- If the voter's name doesn't appear on the list ask the voter if they have moved since the last time they voted.
  - If yes and they moved within Westford and is listed on the town-wide voter list in another precinct, then direct them to that precinct to vote.
  - If yes and they moved from another community in the state, they may be eligible to vote there. (6 month rule)
- If not on the town-wide voter list and their address is in your precinct, you may let them vote provisionally.

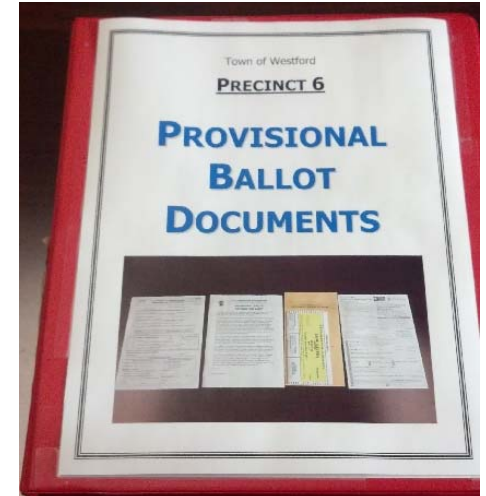
Town of Westford

# ELECTION PROCESS

November 4, 2014 State Election

## Provisional voting process

- From the RED binder, take the top packet that contains
  - Provisional Affirmation Form
  - Provisional Ballot
  - Provisional Ballot Envelope
  - Information Sheet
- Hand the voter the Provisional Affirmation Form
- Make sure it is complete! Check ID. No ID is OK for this – just make a note on the affirmation form.
- Hand the voter the provisional ballot and envelope and direct them to place the ballot in the envelope and hand it back to you after voting.
- Hand the voter the information sheet once you get the ballot/envelope back
- Place the envelope in the RED provisional pouch.
- Place the Affirmation in the completed forms binder
- Complete the provisional roster in the red binder for tracking purposes.



# Town of Westford

## ELECTION PROCESS

### November 4, 2014 State Election

Provisional Affirmation Form

This form is titled "COMMONWEALTH OF MASSACHUSETTS PROVISIONAL BALLOT AFFIRMATION". It contains sections for voter information, a declaration of eligibility, and a signature line. The form is designed for voters who are casting a provisional ballot.

Provisional Information Sheet

This form is titled "PROVISIONAL BALLOT INFORMATION SHEET". It provides detailed instructions for voters on how to fill out their provisional ballot, including information about the ballot itself and the process of returning it.

Provisional ballot & envelope

This is the "PROVISIONAL BALLOT ENVELOPE" from the Commonwealth of Massachusetts. It is a yellow envelope with a white label that reads "OFFICIAL STATE ELECTION BALLOT" and "PROVISIONAL". It is used to hold the voter's provisional ballot.

Voter Registration Form

This form is titled "Mail-In Voter Registration Form". It is used for voters to register to vote by mail. It includes sections for personal information, a declaration of eligibility, and a signature line.

- Voter completes
- Signs
- Shows ID
- You complete

- Give voter information sheet

- Give the voter a ballot & envelope
- After voting it is returned to you

- Give voter a vote registration form

- The completed provisional affirmation form is filed in the **Completed Forms Binder**.
- The voter's name is recorded on the **Provisional Roster** inside the binder. That stays in the binder.

Town of Westford  
**ELECTION PROCESS**

---

November 4, 2014 State Election

## **Processing Absentee Ballots at the Polls**

- Absentee ballots are delivered to the polls during the day from the Town Clerk's Office.
  - Voters must return ballots to the Town Clerk's Office, not the polls.
- Whenever time permits, process those ballots going to the check-in/check-out tables with the ballot sealed inside the envelope until you are ready to cast the ballot.
  - The absentee ballots are to be fed into the AccuVote machine and
  - The absentee ballot envelopes go into the ballot transfer case

Town of Westford

# ELECTION PROCESS

---

November 4, 2014 State Election

## Processing UOCAVA Absentee Ballots at the Polls

- Absentee ballots that were mailed to Specially Qualified Overseas and Military voters (UOCAVA) and returned by mail will go to the polls to be processed on Election Day with all other absentees.
- These voters will not be listed on the active or inactive voter lists
- They are listed on the **Supplemental Voter List**
  - Located inside the front cover of the Inactive Voter List
  - You will need to check them in on the list and then take the supplemental slip that corresponds to the voters name to the check out table.

# Town of Westford ELECTION PROCESS

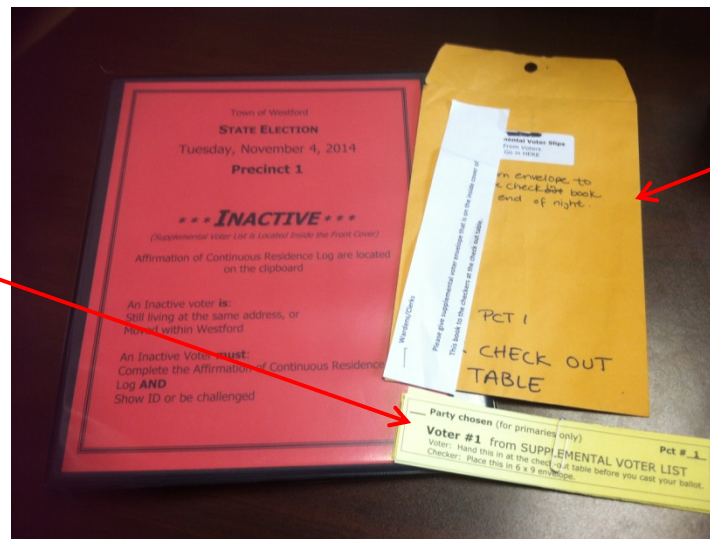
November 4, 2014 State Election

**Supplemental Voter List** located inside front cover of Inactive Voter list.

Voter #	Voter Name (if preprinted, then make sure voter certificate is in completed forms binder unless AV)	Voter Address (verify with Town Clerk)	Called Clerk's office	AM or PM	Voter Certificate in completed forms binder	VOTER Checked in	Checkout slip given to voter
1			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supplemental Voter Slip # corresponds to voter number on list.

Supplemental Voter Slip gets handed to voter for checkout table.



Envelope is at checkout for collecting supplemental voter slips.

Town of Westford

# ELECTION PROCESS

November 4, 2014 State Election

## Voting Equipment Issues

- If there is a malfunction, voters must still be allowed to vote and all ballots cast during this time must go in the side compartment.\*

Side compartment



**\*Once a ballot has been placed into the side compartment, IT MUST BE HAND COUNTED** at the end of the night. Another attempt to re-feed the ballot through the machine **is not allowed**.

Town of Westford  
**ELECTION PROCESS**

---

November 4, 2014 State Election

## **Voting Equipment Issues**

- **NEW PROCESSING RULES:** Any ballots put into the side compartment while the tabulator is not working must be hand counted after the close of polls.
  - This applies to any ballots that are in the side compartment, even over votes.
- You cannot re-feed ballots through a new machine or with a new memory card ... even at the end of the night!

# Town of Westford ELECTION PROCESS

November 4, 2014 State Election

## Automark Voter Assist Terminal

**Allows voters to cast a verified ballot without assistance**

### Audio Function

- Voter hears list of candidates through headphones
- Synthesized voice enables voter control of speech speed and volume
- Choices may be repeated easily
- Selections are read back to voter at end of session, ensuring proper selection was made.

### Making selections

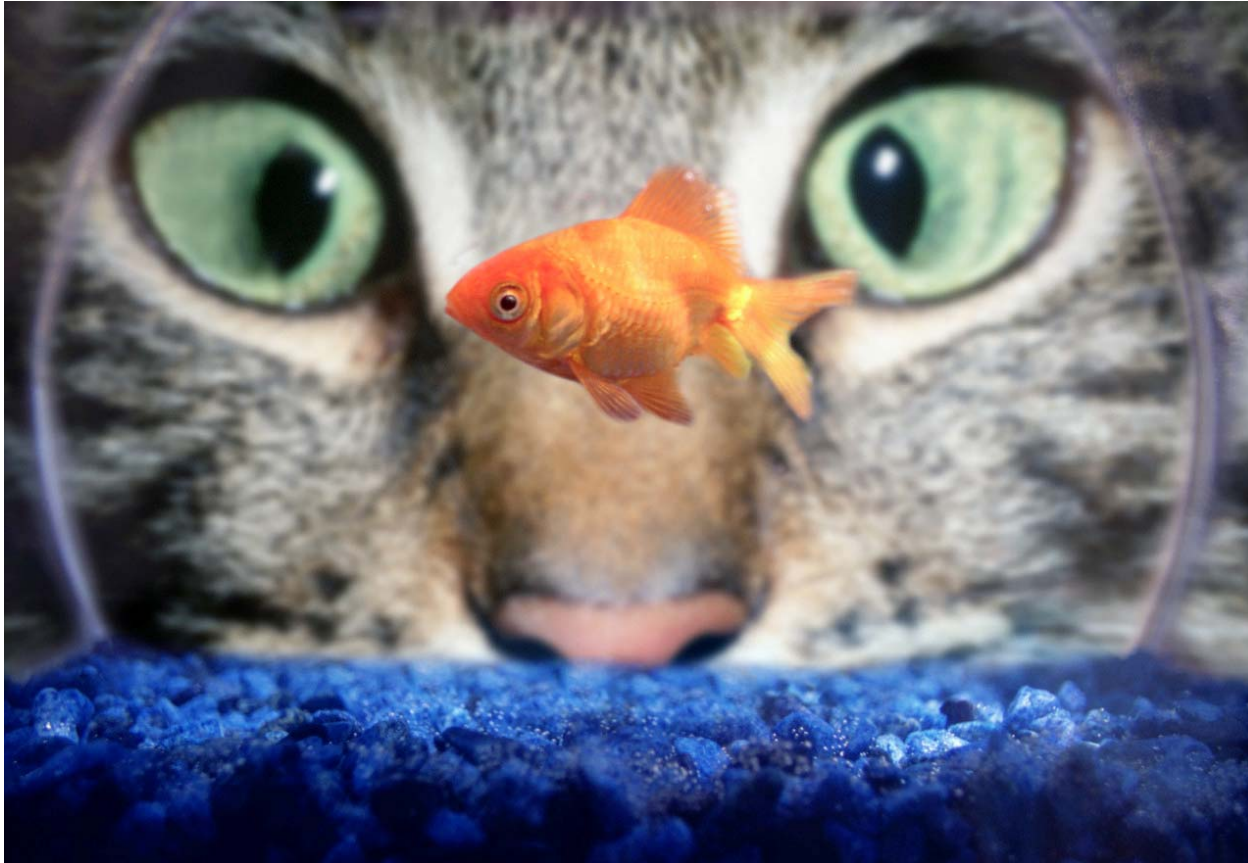
- Touch screen
- Key pads with braille labels
- Sip & puff device attachment

### Summary Verification Process

Ensures that no races are accidentally under-voted, over-voted, or left blank, providing an opportunity to adjust selections before voters cast their ballots.



Town of Westford  
**ELECTION PROCESS**  
November 4, 2014 State Election  
**OBSERVERS**



# Town of Westford ELECTION PROCESS

November 4, 2014 State Election

## OBSERVERS

- ☐ Observers must be allowed in the polling location, outside the guardrail (6' from polling area), unless they are disorderly or obstruct the access of voters for all elections and primaries.
- ☐ They do NOT need to provide advance notice that they will be present on election day.
- ☐ Each polling place must have a space available for observers (but you don't have to provide tables or chairs).
- ☐ **What they can do:**
  - ✓ Ask to view the ballot box ½ hr before polls open;
  - ✓ Keep notes including marked voting lists;
  - ✓ Listen as the poll workers announce the names of the voters (which must be loud enough for them to hear);
  - ✓ Challenge a voter's ballot for any legal cause;
  - ✓ Address the Warden with a question.

- ☐ **What they can't do:**



- ✗ Request the names and addresses of voters from the poll workers or voters directly;
- ✗ Interfere with the check-in process in any way;
- ✗ Talk on cell phones;
- ✗ Take pictures of voters that would compromise the voting process in any way;
- ✗ Audiorecord the check-in process;
- ✗ Use public power sources

Reference Election Division memo October 25, 2012

I've been notified that there will be observers between the hours of 7-9, 11-1, 3-5 and 7-8 ... they may stay through tallying, which is allowed!

Town of Westford

# ELECTION PROCESS

---

November 4, 2014 State Election

## Exit Polling

- Exit polling is allowed.
  - Persons conducting exit polls may be inside the polling place but must remain outside of the voting area. Usually they are near the exit door.
  - Edison Research has indicated they will be conducting exit polls.
  - UMASS has also indicated they will be conducting exit polls at certain precincts.

Town of Westford  
**ELECTION PROCESS**

November 4, 2014 State Election

## **Electioneering**

- Enforced by the Police Officer.

Cars parked with signs



Sign holders

150' perimeter

~~Campaign buttons~~

~~Campaign signs~~

~~Candidates greeting voters~~

~~Collecting signatures~~

~~Campaign literature~~

~~Campaign Apparel~~

Voting Entrance

Town of Westford

# ELECTION PROCESS

---

November 4, 2014 State Election

## At Shift Change

- Time: Afternoon shift will arrive at 1:00pm
- CLERKS: Morning and afternoon clerks look at the ballot count on the Accuvote machine and record it on the precinct clerk report.
- Report anything that was recorded in the log needing additional explanation.
- WARDENS: Communicate with each other

Town of Westford

# ELECTION PROCESS

November 4, 2014 State Election

## The Clerk Log

Record Events outside of the normal election process that are not recorded elsewhere and may need to be references during the day.

- Time
- People present
- Problem
- How and when resolved

### **Examples of events to record:**

- Ballot box opening (front panel for overvotes and clearing jams; back door to remove ballots if box becomes too full).
- Challenges to voters
- Checking the wrong voter in error
- Complaints
- Evacuation details
- Observers
- Problems with Accuvote tabulator or Voter Assist Terminal (VAT)
- Seal number when ballot transfer case is sealed with counted ballots during the day (as needed) and at the end of the day.
- Voter issues not recorded elsewhere

Town of Westford

# ELECTION PROCESS

---

November 4, 2014 State Election

## Closing the Polls

- Time: the polls must close at 8:00 pm.
- The public must be allowed to watch the closing and counting process.
  - During the process, the observers must be allowed within the polling place but must stand outside the “guardrail” or polling area.

Town of Westford  
**ELECTION PROCESS**

November 4, 2014 State Election

## **Closing the Polls**

- Only Election Officers may take part in the actual process of counting and sealing the voting materials.
- The Clerk must record the final register number on the ballot box in the Precinct Clerk Report.
- A count must be made of the voters on both the check-in and check-out lists, and the voting lists must thereafter be place in the canvas bag ... new zippered canvas bags must be sealed.
- Provisional ballot envelopes must be numbered and stored in the red provisional ballot pouch that goes into the supply case.
- Follow NEW ACCUVOTE CLOSING PROCEDURES.
- Warden reads the tally tape results, signs and posts one tape on the inside window of the building entrance door.
- The other tally tape is handed to a Registrar or Town Clerk's Office staff.

Town of Westford

# ELECTION PROCESS

November 4, 2014 State Election

## Closing the Polls: Ballot Handling

**After you have ended the election with the Ender Card ...**

**Don't mix** ballots removed from the side compartment with ballots removed from the back two compartments.

- Those ballots in the **side compartment** (ballots not counted by the machine) must be hand-counted. For this you will need:
  - Two talliers (one reads, the other records)
  - One red pen
  - Non-machine read tally sheet (YELLOW)
    - These are labeled as A-1, A-2, A-3
  - Envelope for tallied ballots (labeled as A-1, A-2, A-3)
- From the back right side, you will be removing ballots that have a write-in oval filled in. Who knows if a name was actually written, but the only way to find out is to review them. For this you will need:
  - Two talliers (one reads, the other records)
  - One red pen
  - Machine counted tally sheet (white)
    - These are labeled as B-1, B-2, B-3
  - Envelope for tallied ballots (labeled as B-1, B-2, B-3)
- Make sure the ballot box is completely empty of ballots as they can get hung up in the mechanism inside the box.

Town of Westford  
**ELECTION PROCESS**  
November 4, 2014 State Election

You are accounting for every office on the ballot.

# ballots in this block: BLOCK #A-1 (match with envelope block #)

**TALLY SHEET for NON-MACHINE-READ Ballots**

removed from SIDE of Ballot Box (these ballots did not go through the ACCU-VOTE)

## STATE ELECTON

Town of Westford    Precinct: 1    November 4, 2014

Talliers SIGN HERE: \_\_\_\_\_ and \_\_\_\_\_

RECORD ALL VALID VOTES ON THE BALLOT

Record a blank if: no candidate is chosen OR an over-vote occurs

The boxes are numbered to keep track of votes, not ballots

SENATOR IN CONGRESS	Total
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	
74	
75	
76	
77	
78	
79	
80	
81	
82	
83	
84	
85	
86	
87	
88	
89	
90	
91	
92	
93	
94	
95	
96	
97	
98	
99	
100	

[illegible]

GOVERNOR & Lieutenant Governor	Total
--------------------------------	-------

[illegible]

ATTORNEY GENERAL	Total
------------------	-------

[illegible]

**THIS FORM goes in the COMPLETED FORMS BINDER**  
**ONLY BALLOTS IN THE ENVELOPE!!!**

You are accounting for only additional notations.

# ballots in this block: BLOCK #B-1 (match with envelope block #)

**TALLY SHEET for MACHINE-COUNTED Ballots**

ALL FILLED IN OVALS HAVE ALREADY BEEN TABULATED - MARK ONLY HANDWRITTEN NOTATIONS

STATE ELECTON

Town of Westford    Precinct: 1    # Ballots\_\_\_\_    November 4, 2014

Talliers SIGN HERE: \_\_\_\_\_ and \_\_\_\_\_

**DO NOT TALLY ANY FILLED-IN OVALS - the machine has already tallied them**

The boxes are numbered to keep track of votes, not ballots

SENATOR IN CONGRESS	Record # of votes for each candidate not ballot # having a vote	Total
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
61		
62		
63		
64		
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		
75		
76		
77		
78		
79		
80		
81		
82		
83		
84		
85		
86		
87		
88		
89		
90		
91		
92		
93		
94		
95		
96		
97		
98		
99		
100		

[illegible]

The machine has already tallied the ovals that were filled in

GOVERNOR & Lieutenant Governor	Total
--------------------------------	-------

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
RECORD only HANDWRITTEN notations																										
ex. George Washington																										5
																			</							

The machine has already tallied the ovals that were filled in

ATTORNEY GENERAL	Total
------------------	-------

[illegible]

The machine has already tallied the ovals that were filled in

**THIS FORM goes in the COMPLETED FORMS BINDER**  
**ONLY BALLOTS IN THE ENVELOPE!!!**

Town of Westford  
**ELECTION PROCESS**

---

November 4, 2014 State Election

## **Closing the Polls: Counting Write-ins**

- Voters at the State Election may vote for candidates whose names are not printed on the ballot by write-in or stickers.
  - This most commonly arises for the offices where no candidate is printed on the ballot.

Town of Westford  
**ELECTION PROCESS**

---

November 4, 2014 State Election

## **Standard for Counting Write-ins**

- A write-in vote is counted if the counter can tell with reasonable certainty for whom the vote is intended. No “X” or voter indicator is needed.
- The vote must include the name and should include the address, but the vote is counted if the intent of the voter can be determined, even if the address is omitted.

Town of Westford  
**ELECTION PROCESS**

---

November 4, 2014 State Election

## **Returning Materials to Town Hall**

- All materials should be returned to town hall from each polling place
  - This includes both used and unused ballots, voting lists, clerks record books, provisional ballots and any other records of the election.
- All materials must be sealed (separately) **AT THE POLLING PLACE.**
- **NEW ...** The zipped tote bag holding voter lists must be locked at the polling place.

Town of Westford  
**ELECTION PROCESS**  
November 4, 2014 State Election  
There's a lot to pack up!



# Town of Westford ELECTION PROCESS

November 4, 2014 State Election

Packing up neatly will help everything fit in the right place!

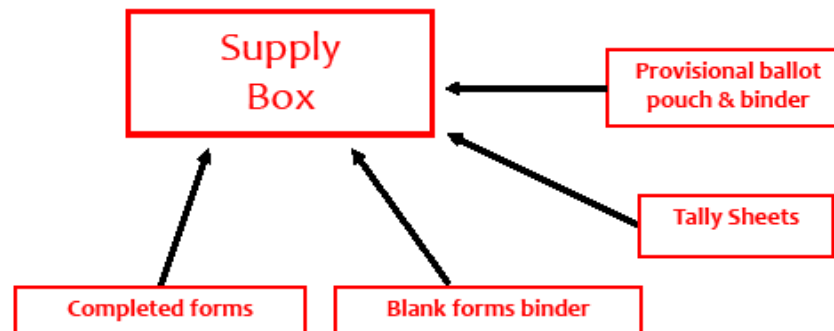
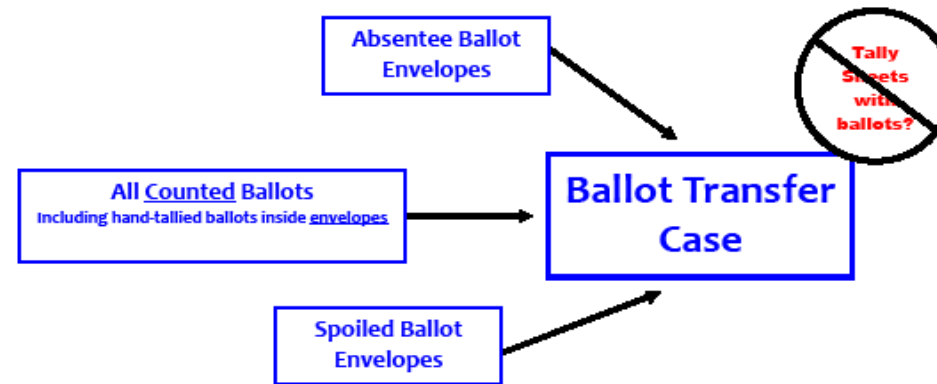


Voter checklists all go into the gray and black backpack!  
Use a small pull-tight seal to lock the two zipper pulls together.



# Packing it UP

It is important to know what goes where as some material must be sealed.





**Thank you for serving the Town  
of Westford as an Election  
Officer!**

